

BOARD OF SELECTMEN

September 13, 2016

Minutes

The Board of Selectmen met on Tuesday, September 13th, 2016 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Nathan Brown, Luke Ascolillo, William Risso, and the Town Administrator Timothy D. Goddard. Not present was Claude von Roesgen.

Also in attendance:

Karen Bechtel and Kerry Keller, Concord-Carlisle Community Chest
Deborah Bentley, Energy Task Force (ETF)
Tamara Green, Carlisle Cable Television (CCTV)

Community Input

Gwenn Charter (Skelton Rd) followed up on a letter she wrote to the selectmen on August 30th about a neighbor who abuts her property currently building a 3,000+ garage. She was surprised that she never received any type of notification from the town and did not see an advertisement in the Mosquito. The Building Inspector has explained to her that the Town Bylaws do not require notification to abutters. However, there is a 30-day comment period for all building permits being issued. She questioned the relevancy of 30-day comment period if the abutters are not notified. She has requested that the selectmen revisit the bylaws regarding notification to abutters and the allowed size of a second building for 2-acre zoning.

Chairman Brown reminded everyone that the board does not immediately respond to requests made under community input. However, that doesn't mean that the board will not follow up on a request.

Concord-Carlisle Community Chest

Karen Bechtel, Executive Director and Kerry Keller have requested the Carlisle Board of Selectmen proclaim the month of October as "Concord-Carlisle Community Chest Month." The annual fundraising campaign begins October 1, 2016 with a goal of \$550,000. There are 28 different types of human services organizations that the Community Chest supports for individuals and families in need living in Concord and Carlisle.

On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** by the Board of Selectmen to proclaim the month of October 2016 as Concord-Carlisle Community Chest Month.

Public Information Session - LED Streetlights

The Board of Selectmen met with Deborah Bentley on behalf of the Energy Task Force (ETF) who explained that Carlisle's 169 streetlights were first installed in 1911 by the Edison Company. Streetlights appear to have been installed if people requested them outside their home. If a house has a streetlight outside their home it was mostly constructed before 1950. The majority of the lamps date from the early 1990's and are high pressure sodium (HPS) lamps. There are 30 incandescent lights with 1,000 lumen light output. There are 17 lamps within the Historic District. Two lamps on Lowell Street have historic arms and the rest are modern. The lights on Rockland

Road were replaced recently after a storm.

In June 2016 Department of Environmental Resources (DOER) awarded the Town of Carlisle \$41,085.50 in Green Community Competitive Grant funds to replace all remaining energy inefficient streetlights with highly efficient LED's that will provide equivalent lighting while consuming substantially less energy. The \$50,872 project will be fully funded by the grant award along with an incentive from Eversource. Town residents to benefit from reduced maintenance costs due to longer fixture life, efficiency, and improved safety with enhanced visibility, reduced light pollution, instant-on / instant-off feature and no hazards since they are LED.

The board asked to see the following six (6) options and cost breakdown.

1. GCC GRANT **\$50,158**
2. With replacement arms only **\$55,911**
3. With replacement arms and diming capacity for town **\$57,501**
4. With replacement arms and diming capacity + controls for HD only **\$68,591**
5. with replacement arms , diming capacity for the whole town, and diming controls for the HD only **\$70,036**
6. With replacement arms and diming capacity,+ controls whole town **\$93,386**

There may be a 7th option presented at next selectmen's meeting with the recommendations of the Historical Commission and Safety Committee.

DOER has confirmed that the town can take monies allocated to the school LED project and use them against the additional needs of the LED Streetlight project. The Energy Task Force discussed this proposal at their meeting on August 8th 2016 and recommended that the Green Community Grant should be used to reduce the energy used by the town and not for municipal improvements or unproven future benefits to the town.

The preferred lamp color temperature is 2,800 kelvin or 3,000 kelvin.

The Safety Committee would prefer to have all the streetlights the same color temperature. The Historic District Commission prefers the 2,800k bulb. They are concerned that the lumen output will be considerably more and would like CETF to complete a light meter test on the existing lighting and compare them to the proposal. If the lighting level is higher, the HDC would like to install dimmers in the town center and/or decrease the lumens of these 17 lamps. Light dimming does not change the color of the lamp, only its intensity. The Safety Committee asked for the following clarification: Are there prescribed minimum lighting levels for roadways and for sidewalks/pathways in a rural suburb like ours? They want to ensure that the roads are not dangerous.

There are no minimum requirements for Massachusetts roadway lighting. There are only guidelines from the Illumination Engineering Society (IES) but they are not requirements. The proposed LED fixtures will meet existing lighting conditions and could actually cover more of the road.

There is a lens cover over the LED but it's not frosted. The fixture will only have a single centered LED module. The cost estimate is for replacing 39 arms, which is 1/4 of all of our light supports. The \$5,000 allowed is probably a good amount for any unknown contingencies. LED lamps are more directional and the light is more white, have better visual functionality.

- Light fittings purchase sent in the 2nd week of August.

- 90 day limit for Eversource to complete the transaction will be mid-November.
- The consultants and the contractor need at least a 2-3 week lead time.
- Latest installation date of the 1st and 2nd week of December.
- Installation will take 10 working days.
- Work must be completed by January 15th
- CETF Grant report due to DOER by February 24th.

This project will be installed after the Energy Manager has left .

The contractor will return to replace any lamps that have failed at the end of the 1 year liability period. There is an additional 5 year manufacturer warranty on the lamps, but the town would have to cover the installation cost. The town can purchase an additional 5 year warranty from the manufacturer at \$12 per fitting.

Police details are not included in the costs. The board will follow up with police department and other town departments regarding install equipment and schedule for police details.

Public Input – Tony Mariano (North Road) questioned if the town has done an evaluation on where streets are located and whether replacing all of them is necessary for safety purposes. The board will follow up with the Traffic Safety Committee regarding evaluating the existing locations of street lights to determine if there are any that do not need replacing.

Municipal Aggregation Plan

Town Administrator Timothy Goddard presented the final version of the Aggregation Plan as prepared by Colonial Power Group, Inc. with requested changes under Section 6.0 Rate Setting, Costs, and Billing. Colonial Power has developed an aggregation plan that provides the maxim flexibility to the Town as previously discussed. Next step, is for the Board to take a vote to adopt an aggregation plan.

On a motion made by William Risso and seconded by Luke Ascolillo it was unanimously **VOTED** to approve the proposed Aggregation Plan by Colonial Power Group, Inc. dated September 13, 2016.

FY17 Goals /Liaisons

The Board reviewed an updated list of goals as discussed at their last meeting adding the following:

Sustainable Budget:

- 3-year budget plan for all town departments with a list of initiatives and cost. All departments would work closely with Finance Committee on this.
- Budget to not exceed 2.5% tax increase (Proposition 2 ½)

Master Plan Update:

- Continue to work with the Planning Board to start the process.

Selectmen Ascolillo agreed to draft letter on behalf of the board and Finance Committee.

Mr. Brown has proposed a maximum of two liaisons per group and would like to see equal representation by members for all town boards and committees.

Upon the recommendation of Mr. Brown, the board agreed to assign the following departments to board members shown below.

Board of Health	William
Community Preservation Committee	Luke
Conservation Committee	Luke
Energy Task Force Committee	William and Claude
Fire Department	William and Nathan
Historical Commission	Nathan
Planning Board	Nathan

Selectmen Ascolillo and Risso have agreed look at their current assignments and possibly give up a few of them to allow equal representation by selectmen for all departments. The board will finalize the list of liaisons at their next meeting on September 27, 2016 when a full board is present.

Deer Committee charge

The board received a copy of the redrafted Deer Subcommittee charge. Selectmen Ascolillo explained that the revisions include adding the authority of the Conservation Commission and the need for a game warden along with a bow hunter and member of the Trails Committee which would bring the membership total to eight. The working group would also include one member designated by the Board of Health, Conservation Commission, Police Department, Citizen at large, Trails Committee and Board of Selectmen.

Upon the suggestion of Mr. Brown, the board agreed to revise the membership to have two (2) Citizens at large and one of them must be a bow hunter as recommended.

On a motion made by Luke Ascolillo and seconded by William Risso, it was **VOTED** by the Board of Selectmen to approve the Deer Committee Charge as amended on September 13, 2016.

Action Items from Previous Meetings

Update the current list of action items from previous meetings and the following:

- Review Town Bylaw & Building Regulations regarding notification for 30-day response period for building permits and allowed size of a secondary building within two-acre zoning
- Pedestrian Crosswalk Signals – Follow up w/Traffic Safety Advisory Committee & Historical Commission.
- Comcast
- Greenough Barn Property
- Streetlights – Follow up with Historical Commission & Safety Committee. Gather information on police details and additional equipment
- Municipal Aggregation Plan
- Deer Task Force Committee
- Dog Issues Subcommittee

Cemetery Deeds

On a motion made by Luke Ascolillo and seconded by William Risso, it was unanimously **VOTED** to transfer land in the public burial ground to Dana and Kathleen Booth at Green Cemetery section D- 41 Graves 1, 2, 3, and 4.

On a motion made by Luke Ascolillo and seconded by William Risso, it was unanimously **VOTED** to transfer land in the public burial ground to Eileen Sellev at Green Cemetery section D-27 Graves 1, 2, and 3.

On a motion made by Luke Ascolillo and seconded by William Risso, it was unanimously **VOTED** to transfer land in the public burial ground to Marie and Joachim Fiedrich at Green Cemetery section D- 28 Graves 1, 2, and 3.

Town Administrator's Report

1-Joint Budget Meeting with Town of Concord - There will be a joint budget development meeting with the Town of Concord is scheduled for Thursday, September 22nd at 7:00pm in the Hearing Room at the Concord Town House.

2- MBTA Advisory Committee Representative - The MBTA has requested that the Board of Selectmen vote to appoint a representative to service the MBTA Advisory Board. Mr. Goddard volunteered to serve on this committee, if no one else was interested.

On a motion made by William Risson and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Town Administrator Timothy Goddard to serve on the MBTA Advisory Committee.

3-CCTV Equipment Upgrade -CCTV equipment upgrades include the install new robotic cameras and a new sound system and controller. The Board agreed to request that the CCTV pay the upgrades now and the Town will reimburse cost one time capital item expenditure. Tamara Green was present to describe the enhanced features and improved HD quality upgrade. Also included would be a new HD projector system for viewers to see and follow along with presentations made at meetings.

On a motion made by William Risso and seconded by Luke Ascolillo it was unanimously **VOTED** to approve the proposed upgrades by CCTV as presented in the amount of approximately 40,000.

4-Town Hall Hours - Public hours have returned to the old schedule of Monday through Friday, 9:00am to 3:00pm. Town Hall employees would like the opportunity to revisit the schedule at a later date.

5-The Carlisle Kids' House - The selectmen received a request from The Carlisle Kids' House for permission to hold their 7th annual "Movie on the Commons" on Friday, September 30th from 7:00pm – 9:00pm with a rain date of October 1st. They have received permission from FRS and have arranged for a police detail.

On a motion made by William Risso and seconded by Luke Ascolillo it was unanimously **VOTED** to approve the request from the Carlisle Kids' House to hold a Movie Night on the Town Common on

Friday, September 30th from 7:00pm to 9:00pm and ensure a safe event for all with a rain date of October 1, 2016.

6- September 20th Special Town Election/Minuteman District - Special Elections will be held on Tuesday, September 20, 2016 . Voting will begin at 7a.m to 8p.m. to fill the vacancy on the Board of Selectmen. In order to vote on the Minuteman Regional High School Building Project must arrive at 12Noon.

Appointments

Minuteman Nashoba Health Group – On a motion made by William Risson and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Kerry Colburn-Dion as the representative and Timothy Goddard as the Alternate.

Special Police Officer – On a motion made by William Risson and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Mr. Robert L. Cowan as a Special Police Officer for a year term that will end on June 30, 2017. The motion was seconded by Luke Ascolillo.

Carlisle Veterans Committee – On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Chris Eisenbies to the Carlisle Veterans Committee to a term that will end on June 30, 2017. The motion was seconded by Luke Ascolillo.

Dog Issues Subcommittee – The board agreed to hold off and wait to hear from the other the boards regarding their designees and allow more time for non-dog owners to apply..

Resignations

Cultural Council – On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** to accept the resignation with gratitude from Beth Galston.

Youth Commission – On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** to accept the resignation with gratitude from Melynda Gambino.

Pathways Committee – On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** to accept the resignation with gratitude from Sally Duscha.

Liaison Reports

Luke Ascolillo reports that Cranberry Bog Agricultural Committee working on finalizing its report.

On a motion made by William Risso and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Luke Ascolillo to the Carlisle Preservation Committee.

Mr. Risso attended today's Financial Management Team. The School will be conducting interviews next week to fill the Technology Specialist position which has been vacant since last month. Assessor Melissa Stamp reported that we met the new growth number. She will discuss with the Finance Committee about dropping the projections for next year. The Finance Committee has finalized their list of town department liaison and will be sending out FY18 budget letters to all departments. Joint Budget Session on Sept 22nd with the Town of Concord. Two consultant firms were interviewed

last week for the Town Buildings & Facilities Plan. The selected firm will assess the life expectancy of each building and develop 10-year improvement plans for each of them. Lastly, the Town Clerk Charlene Hinton has returned back to work full-time.

Technology Committee – Mr. Brown stated that the town has quotes regarding relocation of the town server and is still under review and the new website for the Town continues to move forward.

Special “Thanks” to David Freedman

The Board expressed its gratitude to David Freedman for the New Town Hall Sign which was recently installed. Mr. Freedman designed and supervised the entire installation process along with selecting the materials. The Board agreed to send Mr. Freedman a letter expressing its thankfulness.

9:30PM Executive Session

On a motion made by William Risso and seconded by Luke Ascolillo, it was **VOTED** to enter into executive session pursuant to MGL Ch. 30A, §21(a) paragraph (3) to discuss strategy with respect to litigation (Frank Sargent) as an open meeting may have a detrimental effect on the Town’s litigating position and that afterwards the Board will not return to open session.

Roll call vote: N. Brown - Aye, L. Ascolillo-Aye and W. Risso -Aye

Respectfully submitted by Jennifer Gibbons

Documents presented:

Carlisle Energy Task Force project timeline – LED Streetlights
Deer Sub-Committee Mission Statement
Municipal Aggregation Plan prepared by Colonial Power Group, Inc.